

**VENDOR QUESTIONS RECEIVED POST PRE-BID CONFERENCE
MEDICAL STAFF CREDENTIALING SERVICES – SPRINGFIELD HOSPITAL CENTER
DHMH-OPASS 14-13743**

11/4/2013 & 11/5/2013

Q. 3.3.3 Criminal Background Check - Do I have to provide a background check to SHC?

A. The Criminal Background Check is Not required at this time. This is a contractor requirement (post award) and not a bidder requirement.

Q. Insurance Requirement - I am a solo contractor with no employees - Do I have to provide proof of Workers Compensation and Employee Theft Insurance? I was told that Maryland is exempt.

A. You must supply Worker's Compensation Insurance if you have at least one covered employee. Employee Theft Insurance is required in all cases. Please note that the insurance requirements are fully applicable to any subcontractor providing services under the Contract.

Q. Section 4.4.1 - Transmittal letter - Signature, typed name, and title of an individual authorized to commit Bidder to its Bid - who is the individual authorized?

A. The individual authorized would be the person designated to commit the Bidder to the services and requirements as stated in the Invitation for Bid. This will be the person contacted by the Department in case there is a need for clarification or additional documentation/information.

Question 1.34- Living Wage Requirement-I am a solo contractor with no employees. Do I have to submit the Maryland Living Wage Requirement Affidavit (Attachment G-1)?

Answer: The Md. Living Wage Requirement Affidavit is a bid submission requirement. Please carefully read the document and check the box that applies to your firm.

Question 4.4.7- Financial Capabilities- I am a solo contractor and my business license was just approved on 10/30. Am I still required to provide a profit & loss statement and balance sheet?

Answer: Proof of Financial Capabilities is required of All bidders who meet the Minimum Qualifications listed in Section 2 of the IFB.

Question 4.4.8- Certificate of Insurance- Do I include this with the bid or within 5 business days of execution of the contract?

Answer: The COI is Not required at this time. As stated in the IFB, proof of insurance is a contractor requirement (recommended awardee) and not a bidder requirement.